

# ENPRESAGINTZA LIBRARY RESOURCES

## 1. GENERAL PRINCIPLES:

These regulations shall apply to students enrolled in any of the degrees offered by MU Enpresagintza and members of MUKIDE (Mondragon University Alumni Association) where applicable.

When a member of the MU Enpresagintza community borrows a material resource and/or document, it shall be understood that they have read and accepted these regulations.

Anyone who borrows a material resource and/or document undertakes to keep, use and treat the material resource/document with due diligence.

Loans shall be made in the name of the person who will use the material resource/document. Under no circumstances may reservations or loans be made on behalf of third persons.

## 2. PROCEDURE FOR LOANING MATERIAL RESOURCES

Both users from other faculties and members of MUKIDE are excluded from borrowing equipment from the Enpresagintza Library.

- Equipment includes laptops (along with their chargers and, in some cases, mouse), videocameras, tripods, calculators, adapters, etc.

It is the responsibility of the person that receives the material on loan to verify its correct functioning at that moment. If it does not work correctly, they must notify the library as soon as possible and, if available, they will be given another material of the same type.

When using the material, academic activities and research work have priority.

It is possible to book materials in advance via [web application](#), with priority given to those who make the booking.

The loan period for materials is 24 hours. For longer loans or loans over weekends, bank holidays and/or holiday periods, please contact the library.

Generally, the loan of a physical resource may be extended for periods like those established by the regulations, provided that the library has a similar resource available for loan to other users. If no resources are available for other users, the return of the resource will be requested by email and it must be returned within 24 hours.

In any case, students must return (or, where applicable, pay the corresponding amount in cases of loss or theft) the materials they have on loan before completing their studies in order to receive their degree certificate.

### 3. PROCEDURE FOR BOOKING AND LOAN OF DOCUMENTS

MUKIDE members have access to the document booking and loan service under the conditions established in the service [regulations](#) for alumni.

The library offers a wide range of options for booking and physically loaning different type of documents (books, DVDs, etc.), both from the faculty and from other Mondragon University libraries.

The document collection is available in the library [search engine](#).

Students from any faculty may loan documents from other faculties. These documents may be returned to the faculty where they were borrowed, or to the faculty where they are studying. The library will be responsible for returning this material to the original library.

Documents can be booked through the library [catalogue](#), in the User Services section. To do so, users must log in with the username and password provided by the library. If you do not remember your login details, please contact the library to obtain them.

If a document is on loan or is not physically in the campus library, a reservation can be made for it. The library will always try to provide the user with a copy of the requested document as quickly as possible, regardless of its original location (another campus, faculty, etc.).

If you need a document that is not in Enpresagintza faculty, you must contact the library to obtain it.

Depending on the type of user (undergraduate students, master's students, PHD students), both the number of documents and the loan period may vary. The regulations on the number and duration of loans can be consulted in this [section](#) of the Mondragon Unibertsitatea Library website.

## 4. SANCTIONS

### 4.1 MATERIAL RESOURCES. PROCEDURE FOR MANAGING BREAKDOWNS, LOSSES, OR THEFT

In the case of damage, loss, or theft of other loaned materials (non-library materials), the following steps will be taken:

The student shall report any damage, loss, or theft as soon as they become aware of it.

#### 4.1.1. Loss or theft

In the event of loss or theft, the student must pay the actual cost of the lost or stolen material. The actual cost of the material will be calculated, taking depreciation into account, as follows:

| Years                             | 0    | 1   | 2   | 3   | 4   | 5-6 | 7-8 | 9-10 | >10 |
|-----------------------------------|------|-----|-----|-----|-----|-----|-----|------|-----|
| Depreciation costs (VAT included) | 100% | 75% | 66% | 50% | 35% | 25% | 20% | 15%  | 10% |

In case of loss or theft, the library will inform the student of the corresponding amount to be paid for the material. This payment must be made within a maximum period of 2 to 3 months from the date of notification of the amount.

#### 4.1.2. Repairing the breakdown

In case of breakdown, you must return the damaged material to the library, and the library, together with the IT department, will manage the repair process (requesting the corresponding budget and sending the material for repair/review).

a) If the repair estimate is between €0 and €100: the student will have one month to pay from the date they are notified, via email, of the estimate amount (university email address).

b) If the estimate is over €100: the student will have between two and three months to pay the corresponding amount from the date they are notified, via email, of the estimate (university email address).

In case of non-payment within the periods indicated in previous sections, the access to various university services will be blocked to the student (including the loan of materials).

Payment shall be made by bank transfer to the account provided by the faculty, and receipt of payment must be sent to the Faculty Administration and/or Reception.

In the event that the student fails to make payment and/or makes it late, the case will be reviewed and appropriate measures will be taken.

The corresponding degree certificate will not be issued until the student has returned and paid for any damaged, lost, or stolen materials on loan.

## 4.2 SANCTIONING PROCEDURE IN CASE OF FAILURE TO RETURN DOCUMENTS ON LOAN

If an Enpresagintza student loans a document belonging to the faculty library and does not return it within the established loan period (see loan periods), the market price of the document will be charged.

Before reaching that point, the library will remind the person who has not returned the loan of the need to return the borrowed materials as follows:

- Automated notifications during the previous days and following to the date of return of the material.
- Three direct messages from the Faculty Library to the email address of the person in whose name the reservation was made. Please note that for all communications, the library will contact the student via the email address assigned by the university itself and not via any other email service (Gmail, Hotmail, etc.). Faculty students are required to check this email address regularly.
- Letter sent by post to the student's home address.

As a reference, the approximate duration of the complaint process is around 4 months from the date of expiry of the loan period for the documents, allowing sufficient time for the material to be returned before any disciplinary action is taken.

If, after receiving all the notifications, the student has not contacted the library, the market price of the item will be charged directly.

This amount will be charged together with the next payment to the bank account registered with the University or, where applicable, by direct debit.

The corresponding degree certificate will not be issued until the student has returned and paid for any damaged, lost, or stolen materials on loan.